

## **CHAPTER 20 - ADMINISTRATION PROCEDURES**

### **21 - ESTABLISHED ORDERING CHANNELS**

The North Dakota Interagency Dispatch Center (NDC) is a full Zone center covering the entire state of North Dakota and all inclusive cooperators. The NDC reports directly to the Northern Rockies Coordination Center. All orders for resources in support of fire incidents will utilize the standard resource ordering process. Instructions for completing resource order forms can be found in **Appendix XVI**.

#### **21.1 - GEOGRAPHIC AREA COORDINATION CENTERS.**

The Northern Rockies Coordination Center (NRC) is the Geographic Area Coordination Center (GACC) acting as the focal point for internal and external requests not filled at the local and Zone levels. The NRC is located in Missoula, Montana.

##### **21.1.2 - ZONE COORDINATION CENTER**

The North Dakota Interagency Dispatch Center is located at J. Clark Salyer National Wildlife Refuge. NDC does not perform initial attack dispatch activities outside of those required for the host station. Zone agencies will perform their own initial attack dispatch operations within their local area. Requests for resources outside of these local operating areas will be ordered through the NDC. If requested resources are unavailable within the Zone, NDC will first place resource orders through their neighborhood dispatch centers (Billings Dispatch Center {BDC}, Miles City Dispatch Center {MCD}, Minnesota Interagency Dispatch Center {MFC}, or the Custer Dispatch Center {CDC}) and if unsuccessful will then place the resource order with the NRC.

##### **21.1.3 - PARTICIPATING AGENCIES**

NDC encompasses all State and Federal agencies in the state of North Dakota with the exception of the Standing Rock Agency (BIA), located in both North and South Dakota. Standing Rock will be dispatched through the Custer Interagency Dispatch Center located in Custer, South Dakota. NDC encompasses three Bureau of Indian Affairs (BIA) units, one Bureau of Land Management (BLM) unit, 29 Fish & Wildlife Service units, four US Forest Service districts, four National Park Service units and 10 State of North Dakota agencies. Additionally, NDC has reporting responsibilities for Army Corps of Engineers, Bureau of Reclamation, and North Dakota Firefighter's Association units within the state, and also coordinates with two offices of

the National Weather Service. A listing of the primary cooperators covered by the NDC can be found in **Appendix II**, Three Letter Unit Identifiers listing. Complete contact information for all state cooperators can be found in the directory in Chapter 50.

#### **21.1.4 - INITIAL ATTACK/PRE-SUPPORT MUTUAL ASSISTANCE**

Mutual assistance is established to streamline the ordering process and to take advantage of the closest forces concept.

During initial attack, NDC may order directly from the Custer Dispatch Center (CDC) located in Custer, South Dakota (Rocky Mountain Geographical Area), and the Minnesota Fire Center (MFC) located in Grand Rapids, Minnesota. When ordering through the "neighborhood" process, conditions outlined in Section 21.2 of the NRC mob guide must be met (**see incident related ordering table on following page**) .

#### **21.2 - INCIDENT RELATED ORDERING**

Orders as the result of an incident, preparedness, severity, wildland, and prescribed fire will follow established ordering channels. The following list defines the neighborhood for the respective dispatch center;

<b>Unit/Dispatch Center:</b>	<b>Can Order Direct From:</b>	<b>Conditions:</b>
North Dakota Dispatch Center (NDC)	NRC	ALL
	BDC	ALL
	MFC, CDC, MCD	Initial Attack Incident for first 24 hours
Billings Dispatch Center (BDC)	NDC, GDC, BZC	ALL
Minnesota Fire Center (MFC)	NDC	Initial Attack Incident for first 24 hours
Custer Dispatch Center (CDC)	NDC	Initial Attack Incident for first 24 hours

**Direct ordering of initial attack resources between NDC, MFC and CDC can be utilized**

**for the first 24 hour period, if resources are kept longer than 24 hours a resource order must be sent through the dispatch ordering system.**

### **21.2.1 ELECTRONIC MAIL PROCEDURES (.MOB)**

Electronic mail procedures will be used between the NDC and all other dispatch centers. These procedures are for the electronic transfer of travel information only. All orders/requests will be placed by telephone (except for Supply orders which will be completed by fax). .MOB is not to be used as an electronic order or for emergency release requests. The .MOB procedures do not apply to tactical aircraft mission flights. Confirmation that a request will be filled, or requests for emergency releases, will be via telephone. Resources assigned information and confirmed travel information will be forwarded using .MOB, via the Dispatch Messaging System (DMS).

All requests between individual North Dakota Zone cooperators and the NDC will be done by either fax or phone since these units are not set up with the DMS system. Resource order requests from ND Zone cooperators should be submitted to the NDC by fax using standard resource order forms and procedures (**see exhibits 28.1.1 through 28.1.9**). A follow-up phone call to insure the fax was received by the NDC should also be made. The NDC will fax copies of resource order requests to the filling unit and will also complete a follow-up phone call to insure the resource order has been received.

The following .MOB guidelines are agreed to by all Geographic Area Coordination Centers and the National Interagency Coordination Center:

A. .MOB will be used to pass resource travel information between the NDC and other dispatch centers as outlined in the National Mobilization Guide, Chapter 21.2.1. The NDC will complete the .MOB's for all units within the ND Zone.

B. In the event travel is completed prior to a .MOB being sent through the DMS system, no .MOB message will be required. In this event a phone call will suffice to acknowledge the travel has occurred.

C. No replies will be made to .MOB messages. If there is a question/concern - call the involved dispatch office to resolve.

D. If a .MOB is sent to the wrong dispatch office - the wrong dispatch office will forward the message to the right dispatch office. We will use the 3 - letter ID Book (NFES 2080) to make sure we have the correct Zone for the unit ID.

Once the travel information is known, the NDC will forward an electronic message via DMS, to the receiving unit dispatch center within the Northern Rockies and a copy to the Northern Rockies Coordination Center (mtnrcmob@dms.nwcg.gov). All messages for out of area requests will be sent directly to mtnrcmob@dms.nwcg.gov. Demobilization will follow the same procedures.

The NDC will use the standard .MOB format as outlined in section 21.2.1 of the the NRC Mob Guide. A list of airline designators for use with .MOB's is included below:

**AS - Alaska Airlines AA - American Airlines GQ - Big Sky KN - Morris Air**

**HP - America West CO - Continental NW - Northwest PA - Pan AM**

**DL - Delta EM - Empire JC - Rocky Mountain OO - Skywest**

**EA - Eastern 8H - Harbor WN - Southwest JK - Sunworld**

**QX - Horizon BF - Mark Air TW - Transworld UA - United' US, US Air**

**YV - Mesa F9 - Frontier 5A - Alpine**

### **21.3 - RESOURCE TRACKING**

Resources dispatched out of the North Dakota area will be responsible for the following:

Assigned Chiefs of Party and individual overhead types will utilize proper check-in procedures to notify the receiving unit of their arrival. Sending units will relay actual time of departure (ATD) and estimated time of arrival (ETA) of assigned resources to NDC. When possible, resources should notify their home units of their actual arrival to the incident and the home unit should relay this information to NDC.

Receiving units are responsible for confirming the arrival of resources they have ordered with the incident. The receiving unit should inform NDC of the arrival of these resources if possible.

It is the responsibility of the sending unit to insure the order request is filled by a fully qualified resource. Individuals being dispatched should obtain a copy of the resource order and pertinent contact information for the incident, along with the contact phone numbers for their home unit and the NDC prior to mobilization.

Once resources are demobilized and return to their home units, they are responsible for notifying NDC of their arrival.

### **21.4 - COST CODING, PROCUREMENT AND PAYMENT**

NDC will provide assistance with cost coding and payment issues to FWS units in the zone. NDC does not have a certified Warrant Officer on staff for interagency procurement and

payment. All non-FWS units in the state must provide their own Warrant Officer for handling payment issues for their staff and equipment resources.

All orders coming through the Northern Rockies Coordination Center will have assigned "P" codes (Forest Service) and BLM cost codes. These codes will be used by Forest Service and BLM resources in the Zone for out of Zone dispatches. Units within the Zone requesting incident support must supply their own cost codes to NDC on the resource order (Reference the NR Mob Guide, Chapter 21.4). The agency on which the incident occurs will be responsible for payment of suppression activities and claims.

Per Department of Interior policy, there will be no cross billing for prescribed fire assistance between DOI agencies nor by DOI agencies to Dept. of Agriculture units (Forest Service). Billing by the Forest Service for prescribed fire assistance to other agencies or other Forest Service units will be the responsibility of the Forest.

Agencies within the Zone that procure emergency firefighters or equipment rentals for dispatch either within or outside the Zone will be responsible for completing administrative and payment documents for these resources. Information regarding emergency firefighter hiring is contained in **Appendix III** of this guide. Information pertaining to equipment rental agreements is located in **Appendix IV** of this guide.

Specific cost coding information for state and federal government agencies can be found in the **Northern Rockies Mobilization Guide**, chapter 21.4.

## **22 - OVERHEAD/CREWS**

### **22.1 - MOBILIZATION**

NDC and local dispatch centers will fill orders from the best, most logical source available. This choice will be made on the basis of urgency, availability, delivery time, cost effectiveness, operational impact on local units, and safety. Units filling requests for personnel and equipment are responsible for ensuring **ALL** NWCG and NRCC performance criteria are met.

Mobilization activities will be conducted with a high regard for safety and cost effectiveness. It is imperative that all personnel carry photo identification cards while on incident assignments. This will assist in mobilization/demobilization if done by commercial airlines.

**Night Mobilization:** As a general practice, due to safety considerations, the Northern Rockies Geographic Area will not mobilize resources between the hours of 24:00 - 05:00.

**Night Driving:** Employees may drive for official business between the hours of 24:00 and 05:00, only if the mental and physical condition of the driver(s) are such that the driving and

travel can be performed in a safe manner; and one of the following can be met:

The destination can be reached within two hours; or

Drivers can be changed every two hours; or

Drivers have had 8 hours in "off-shift" or "non-duty" status prior to beginning of travel.

Employees responding to emergency incidents shall include all driving and/or travel time in the 2:1 work ratio.

**Name requests** will only be accepted for highly specialized positions or to meet specific agency objectives. The ordering unit must confirm availability for the individual being requested prior to placing the request.

When placing orders, unless specified "agency only", AD's and Private Contractors will be accepted.

All tribal crews must follow procedures and regulations outlined in the Montana Indian Firefighter Program 2002 Operating Plan (MIFF Crews). This document can be found in **Appendix XIV**.

### **22.1.1 - SPECIAL CONSIDERATIONS WHEN DISPATCHING CREWS BY AIR FROM BISMARCK**

Any time crews are transported from the Bismarck Airport, a minimum of one agency rep will be provided for every two crews to insure smooth operations. A representative from the NDC will meet the crews in Bismarck at the United Tribal Vocational Center (immediately adjacent to the airport) and assist with manifesting and loading. The Agency reps and NDC rep will insure the following process is completed.

1. Call Bismarck Airport Management at 701-222-6502 and provide them with the following information: type of plane, ETA, and if they are going to be refueling.

#### **Contacts:**

Tim Thorson - Security

Nadine, Bob or John - Security Officers Cell Phone 391-1179

Elaine - Airport Operations

Dora

2. Contact United Tribes and see if the gymnasium is available to stage crews prior to the flight. Crews can use the restrooms in the gym. Make sure crews are double lunched (sack lunches) before being transported to Bismarck. We have kept crews overnight at the gym in the past, so

that is an option if necessary. For prolonged staging, crews can eat at the United Tribes cafeteria if we give them adequate lead time (in the morning) so they can gear up for it (in the evening) and vice versa.

3. Have NDC fax crew manifests and resource orders and make 6 copies.

4. At United Tribes: Have a scale available to weigh packs if it hasn't already been done, and update manifests. Save two copies to give to the pilot, and provide copies to the crew bosses and crew rep. Discuss crew loading operations with the agency reps, crew rep and crew bosses (crews should be loaded onto the buses and ready to roll 15 minutes prior to the flight arriving, identify a couple of people from each crew to help with loading. Vehicles use flashers when on the tarmac, no smoking, etc). Keep in contact with NDC for updates on the plane ETA. Agency reps should have cell phones with each crew to enable communications with NDC.

5. Thirty minutes prior to the flight arriving: Have crews clean up gymnasium. Have crew bosses take a head count. Begin loading buses. Notify Airport Security by phone that you will be meeting them in 15 minutes.

6. Fifteen minutes prior to flight arriving: For large planes, go to the airport maintenance building (just past the National Weather Service Bldg on the south side of the road) and meet with security to access the tarmac in front of the main terminal. For small planes, meet with security at the General Aviation Terminal to access the tarmac.

7. Airport personnel will marshall the plane into the loading area during normal operating hours (up until 23:30 when the airport closes), **ALL FLIGHTS MUST BE SCHEDULED TO ARRIVE AT THE AIRPORT NO LATER THAN 23:00.**

8. After the plane lands: Give the pilot two copies of the crew manifests. Have crews carry their gear to the plane for loading. If there is no loadmaster, have a couple of crew members load the gear on the plane. Help crews board the plane. Make sure cargo doors are securely closed.

9. Plane departure: Airport personnel will marshal the plane out of the loading area. Note time of takeoff and contact NDC.

### **CREW MARSHALLS (for Bismarck only)**

To check-in, weigh the person and the luggage, load the crew and assist in other logical duties.

1. Maure Sand

Work 701-250-4463 x118

Cell 701-391-4340

Home 701-222-0997

Mike Santucci

Work 701-328-9946

Cell 701-400-9707

Home 701-323-0036

## **22.1.2 - SPECIAL CONSIDERATIONS WHEN DISPATCHING CREWS BY AIR FROM MINOT**

### **CREWS TAKING A CHARTER OUT OF MINOT AIRPORT:**

1. Contact J.D. Karhoff, Operations Manager

701-857-4725

701-857-4738 - fueling office

Provide them with the following information: type of plane, ETA, and if they are going to be refueling.

General Aviation is located further north than the regular terminal off of Broadway in Minot

2. Mike Ryan, Airport Director  
701-857-4724
3. There is not a lot of room in the airport or the fire department for multiple crews to sit or move around, so we will have to work on this if they need to stage for a long period of time.

### **STAGING AREA:**

1. Minot Rural Fire Department  
Ed Meyer 701-838-6363  
Fax 701-838-0676
2. Things to bring to staging area & airport:  
Calculator                      person scale                      bag scale  
sticky notes                      pens or pencils                      crew manifest sheets  
cell phone
3. Procedures: Have a scale available to weigh packs and update manifests. Save two copies to give to the pilot, and provide copies to the crew bosses and crew rep. Discuss crew loading operations with the agency reps, crew rep and crew bosses (crews should be loaded onto the buses and ready to roll 15 minutes prior to the flight arriving, identify a couple of people from each crew to help with loading. Vehicles use flashers when on the tarmac, no smoking, etc). Keep in contact with NDC for updates on the plane ETA. Agency reps should have cell phones with each crew to enable communications with NDC.

### **CREW MARSHALLS:**

1. It is imperative that all personnel carry PHOTO IDENTIFICATION cards while on incident assignments. This is mainly in case the crew member fly back via commercial flight.
2. Weigh the person & their bags separately unless the bag will be a carry on then include it with the persons weight.
3. NO LOITERING. If there is a period of 30 minutes or longer before the plane comes in have crews wait in their buses or at a staging area. General aviation does not want people hanging around in such a small area. Buses must remain there until the plane is ready to take off.
4. Give the pilot two copies of the crew manifest. Have crews carry their gear to the plane

for loading. If there is no loadmaster, have a couple of the crew members load the gear on the plane. Help crews board the plane. Make sure cargo doors are securely closed.

5. Plane departure: Airport personnel will marshall the plane out of loading area. Note time of takeoff and contact NDC.

## **22.2 - DEMOBILIZATION**

An orderly flow of resources from the incident to their place of origin must follow the reverse order of mobilization and remain within established communications and tracking channels. Although resources may be reassigned within Geographical Areas and Zones, they will **always** be released on the **original** order and request number.

Additional specific guidance pertaining to mobilization and demobilization of resources can be found in Chapter 22 of the **Northern Rockies Mobilization Guide**.

See Chapter 60, Personnel, for supplementary information on fire personnel.

## **23 - EQUIPMENT AND SUPPLIES**

All orders for supplies and equipment must be placed directly with NDC. **All orders must be on a resource order** and must include incident name, incident number, agency jurisdiction, charge code, "S" and "E" numbers in proper order, quantity and unit of issue, description of item including NFES number, date and time needed and delivery point.

### **23.1 - EQUIPMENT**

The NDC maintains a listing of equipment resources within the Zone. NDC and local dispatch centers will fill equipment orders from the best, most logical source available. This choice will be made on the basis of urgency, availability, delivery time, cost effectiveness, operational impact on local units, and safety. Units filling requests for equipment are responsible for ensuring **ALL** performance criteria are met.

#### **23.1.1 - EMERGENCY EQUIPMENT RENTAL AGREEMENTS**

The Northern Rockies Emergency Equipment Rental Rates (EERA's) are outlined in Chapter 20 of the NRCG supplement to the **Interagency Incident Business Management Handbook**. Copies of all completed EERA's must be sent to NDC to be entered into the NRCC resource and agreement log to avoid duplication of effort.

The NDC does not establish and maintain agreements for emergency equipment rental. EERA's must be established at the local agency level. The agency completing and holding the EERA is

responsible for pre-season sign up and inspection of any equipment included in an EERA. **Appendix IV** contains specific information about Emergency Equipment Rental Agreements.

## **23.2 - CACHE SUPPORT/SUPPLIES**

NDC maintains the North Dakota Interagency Fire Cache (NDFC) for incident support within the North Dakota Zone. This cache will also support out of zone incidents when requested by the Billings Dispatch Center or Northern Rockies Coordination Center.

The NDC Zone Fire Cache Plan calls for a 150 person main cache located adjacent to the NDC, and a 100 person satellite cache located in the southwest corner of the state (called the SW ND Cache or SWNDFC) and managed by the Dakota Prairie Grasslands (USFS) and Theodore Roosevelt National Park (NPS). Currently, the main cache is stocked up to the 100 person level, and the SWNDFC is minimally stocked at approximately the 50 person level. The Zone has plans to continue to expand these caches to full stocking levels over the next few years as funding and excess property redistribution allows.

The NDFC supply stocks are available to any cooperators within the ND zone for ongoing incidents. This cache also performs as a loaner cache for short term non-incident needs of zone cooperators. Non-incident support needs may include early season supply needs for units prior to receiving restocking orders, specific needs for training operations, or other needs, and will be filled on a per case basis. All non-incident support requests must be replaced in a reasonable time by the requesting unit.

The NDFC manager (FWS ND/SD Zone FMO) has the sole authority for deciding what resource requests will be filled by the NDFC based upon urgency, availability, delivery time, cost effectiveness, operational impact on local units, and safety. Any request that the NDFC is unable to fill will be ordered through the Billings Zone Fire Cache (BFC) or other cache sources listed in Chapter 71. The BFC is a 750 person cache located in Billings, Montana, with the capability of supplying three 250 person mobile cache vans in support of on-going incidents.

## **24 - AIRCRAFT OPERATIONS**

The NDC does not contract for non-fire related aircraft use within the Zone. NDC may assist Zone agencies with fire related flight needs as requested. NDC will not maintain flight following capabilities for Zone flights due to limited radio coverage. Any unit requesting flight services must provide their own flight following, or utilize established FAA flight following procedures.

It is the responsibility of the ordering unit to ensure that flight crews and aircraft are carded and qualified per Forest Service and DOI-Office of Aircraft Services policy, crews and passengers are properly briefed, and flight following procedures are established and followed per agency regulations.

### **24.1 NON-TACTICAL FLIGHTS**

#### **A. Applicability**

These procedures for flight following apply to all aircraft which are supporting incidents and move across Forest/dispatch center boundaries.

Flight following is the primary responsibility of the unit scheduling the flight with the vendor. Receiving and intermediate units will only get involved in tracking the aircraft when requested by the sending unit or when the aircraft is overdue.

**EXCEPTION:** These procedures are not intended to affect tactical flights where mandatory check-ins are required.

## **B. Purpose**

- Safety and welfare of pilot and passengers; ensuring timely response for search/rescue operations when necessary.
- Single point of contact (sending unit) for dispatch units to check on status of flight and for pilot to notify of ATA/ATD's.
- Resource tracking; cost-effective utilization of aircraft; accurate payments; and statistical record keeping.

**SENDING UNIT** - The sending unit is the dispatch unit which orders the aircraft from the vendor.

## **Responsibilities of Sending Unit:**

- Ensure all personnel are properly briefed on flight following procedures and responsibilities.

- Ensure all personnel are familiar with aviation safety requirements prior to being transported in fixed-wing or rotor-wing aircraft.
  
- Order an aircraft from vendor that meets safety/performance requirements and cost effectiveness for transport of personnel/cargo. Ensure the pilot files an FAA flight plan (an FAA - IFR flight plan if practical).
  
- Flight follow the aircraft to its' final destination in communication with the pilot and/or chief-of-party which will be determined before the flight departs. Advise the pilot of any exceptions to routine flight following procedures; i.e., alternate telephone numbers, etc.  
**Note: If NDC orders the aircraft, flight following will have to be completed via telephone or by the local unit.**
  
- Obtain ATD (Actual Time of Departure) from initial departure airport from pilot/vendor or chief-of-party.
  
- Communicate to the NDC through established ordering channels all aircraft flight plans which cross Forest/dispatch zone boundaries. Make sure the sending (originating) dispatch telephone number appears on the flight plan.

G. Notify the NDC of any delays/advances of a flight plan exceeding 30 minutes.

H. Initiate search procedures for overdue aircraft. Utilize agency Aircraft Search/Rescue Guides as appropriate and notify the NDC of overdue aircraft.

- Advise agency Aviation Safety Officer and the NDC when pilot and/or chief-of-party do not comply with their responsibilities as outlined herein.

J. Initiate an aircraft SAFECOM report if appropriate.

**NOTE:** It is intended that the primary contacts for the sending unit for flight following/tracking will be: Pilot, Chief of Party, Flight Service Stations or other FAA facilities and/or destination airport Fixed Base Operators. Sending units should NOT contact receiving units unless other methods of ascertaining the status of an aircraft have failed.

**RECEIVING UNIT** - The Receiving Unit is the dispatch unit which is receiving resources.

### **Responsibilities of Receiving Unit:**

- Notify the sending unit of any aircraft which have not arrived within 30 minutes of ETA (use originating dispatch phone number on flight plan form). If problems are encountered contacting the sending/originating unit, contact the NRCC.

B. Assist in the search for overdue aircraft. Advise the NRCC of action taken.

## **24.2 TACTICAL FLIGHTS/WORKING MISSIONS**

Working missions, such as smokejumper, lead plane, airtanker, cargo drop, reconnaissance and survey will be on an Agency flight plan. **Pilots will transmit position reports to the appropriate unit dispatcher every 15 minutes while performing the mission.** Flights which anticipate entering areas, or conducting drops at low level, where radio communications are inadequate are expected to notify the monitoring station of their location, intentions and when to expect the next check-in. In these instances, a flight may not be out of radio contact for more than thirty minutes. Pilots will monitor assigned frequencies at all times.

When airtankers, lead planes, smokejumper aircraft or helicopters check in with an air tactical group supervisor over an incident, they are no longer required to give position reports to a dispatch office. Air tactical group supervisors are expected to give status reports on all aircraft under their control over an incident. After aircraft are released from an incident they must resume flight following with a dispatch office.

- **Local Unit Working Missions.** Flight following of flights within local units, or established zones with formal agreements, is the responsibility of the local unit/zone.

### **B. North Dakota Zone Working Missions.**

1. Sending unit responsibilities. ATD's and ETA's for flights ordered through the NDC will be passed by the sending unit dispatch office to the NDC (701-768-2552). Sending unit dispatchers will monitor and record aircraft progress with 15-minute position reports. When aircraft leave the dispatcher's local area, the dispatcher will transfer the responsibility of further monitoring to another dispatcher once radio communication has been established.

- NDC responsibilities. On receipt of departure time and ETA from the sending unit dispatcher, the NDC will pass aircraft information and ETA's to the receiving unit. The NDC may be the sending unit for some resources. In these cases, the NDC will also perform sending unit responsibilities.
  
- Receiving unit responsibilities. Receiving unit will call the NDC if changes need to be made in the flight plans passed to them. Receiving units will also call the NDC if aircraft have not arrived within 30 minutes of scheduled ETA.
  
- Pilot responsibilities. It is the responsibility of the pilot to:
  - a. Receive briefing of flight following procedures.
  - b. File an FAA flight plan. (Point to point flights)
  - c. Obtain and carry the sending unit dispatcher's, Zone's and GACC's 24 hour telephone numbers. (Pilot may be instructed to contact Zone on occasion).
  - d. Contact sending unit dispatcher at time of initial departure and provide ATD.
  - e. Contact sending unit dispatcher while enroute as directed.
  - f. Call sending unit upon arrival at destination.

### **24.3 AIRCRAFT FLIGHT PLAN**

All aircraft will have a unit flight plan prepared. Pre-number flight plans using the same procedure as Resource Order Forms. Plans will be used for resource tracking. On flights where another unit controls the aircraft, necessary information such as ETA, aircraft tail number, and pilots name, will be passed on and recorded by the other units involved in the flights. On incident related flights, be sure the order and request numbers are included on all copies. **(Refer to 9400-1 A form in section 28.6)**

A. Prior to departure the pilot will file an Agency Flight Plan with the dispatcher arranging the aircraft. This flight Plan will be relayed via established channels to the dispatcher at destination.

The flight plan may be deemed unnecessary by the pilot and sending dispatcher, nonetheless, the Pilot shall also file an FAA flight plan (point to point).

B. The Unit Flight Plan should contain at a minimum, the following information:

- 1) Aircraft type
- 2) N - number (tail identification number)
- 3) Pilot name
- 4) Passenger's names and weights for each flight segment
- 5) Date of flight
- 6) Flight route
- 7) Estimated Time of Departure (ETD)
- 8) Estimated Time Enroute (ETE)
- 9) Procedures for Check-in with 24-hour telephone number of sending unit.

C. Significant (30 minutes or more) advancement or delays in the flight plan will be relayed immediately by the sending dispatcher to the receiving dispatcher via established channels.

D. Otherwise, only the ETD/ATD and ETE from the last departure point within the Unit need be relayed to the Zone Aviation Dispatcher .

E. When FAA Flight Plan has been filed, the pilot will make enroute position reports at least every 60 minutes. The pilot will request FAA to call the sending dispatcher when significant (30 minutes or more) delays or advancements in the flight plan are anticipated. All special use missions (recon, photo, survey) require 15-minute position reports with the unit dispatcher.

F. Unless prior arrangements have been made, the pilot will notify the sending dispatcher of aircraft arrival.

## **24.4 OVERDUE AIRCRAFT**

When an aircraft becomes overdue at the designated point of arrival the following process will be initiated through appropriate channels.

A. At 30 minutes past the ETA, the Receiving Dispatcher will confer with the Sending dispatcher to see if there has been an update in times or if the aircraft can be contacted via radio. Notify the Zone Aircraft Dispatcher of action taken.

B. After 15 minutes of effort to contact the aircraft by radio or 30 minutes past the filed ETA, the Zone dispatcher will work with the sending and receiving dispatcher and the FAA FSS to see if the aircraft has landed or otherwise been heard from.

C. When the aircraft is 60 minutes overdue, the sending dispatcher will work with the Zone dispatcher and the FAA FSS to initiate a missing aircraft search.

D. The Zone Aircraft Dispatcher will keep the involved Agency Geographic Area Aviation Manager advised of the situation.

E. Deviations must be safe, mutually agreeable in advance, and documented by all parties involved.

## **24.5 REQUEST FOR AIR TRANSPORTATION**

NDC staff will support air transportation requests for flights in support of fire management operations only. Any non-fire flights will be the responsibility of the local unit. Employees needing air transportation (non-commercial) in support of fire operations will order it through the appropriate unit dispatch function. When a Unit Dispatch Center has depleted local aircraft resources, requests will be placed to the Zone dispatcher. Aircraft assigned will become the receiving Unit's resource until released back to the Zone.

### **24.5.1 CHARTER AIRCRAFT**

Charter aircraft for transportation of overhead both within and outside the Zone will be coordinated by the NDC. The requesting unit must complete form **NDC-A1, REQUEST AND SCHEDULING FOR CHARTER AIRCRAFT** and submit to the NDC with as much lead time as possible. NDC will utilize available source lists to procure the required aircraft model while providing for the most efficient use of funds. Once the flight is scheduled, NDC will complete form 9400-1a and fax a copy to the vendor and requesting unit. **Form 9400-1a** can be found in **Section 28.6** of this MOB Guide. Standard operating procedures (SOP's) for charter aircraft ordering can be found in **Appendix XV**.

### **24.5.2 COMMERCIAL AIRCRAFT**

The NDC will coordinate commercial aircraft flights for crews and overhead in support of fire management operations only. Any request for commercial flights must be made to the NDC using the **Commercial Flight Request Form NDC-A2** contained in **Section 28.6** of this guide.

Flights for Federal government employees who have been issued a US Government travel credit card will be charged to the employee's credit card number per government regulations. The home unit of the employee will be responsible for completing the necessary travel vouchers to reimburse the employee for each flight. The NDC will supply the unit with the proper charge

codes for charging travel costs.

Flights for non-Federal government employees or employees that have not been issued a government travel credit card will be charged to the NDC corporate account. NDC personnel will make travel arrangements and will perform all documentation required for the use of this card per Agency policy.

## **24.6 CHIEF OF PARTY**

A Chief of Party must be assigned to *all* transport flights carrying personnel. The Chief of Party/Flight Manager is supervised by the sending unit dispatcher until destination is reached. Chief of Party/Flight Manager is responsible for all personnel assigned on the manifest list. The Chief of Party/Flight Manager duties are:

1. To explain to all personnel at the beginning of travel, transportation arrangements, type of equipment, route of travel, stopping points, ETAs, etc.
2. To have copies of manifests covering all personnel assigned, extra copies available for charter aircraft and submission to receiving camps, etc., from sending dispatcher.
3. To ensure proper flight following procedures are met. The NICC flight following phone number is 1-800-994-6312.
4. To have the telephone numbers of the sending and receiving dispatcher's offices for use when delays of more than 30 minutes occur, to give information as to why and how long the delay will be.
5. Have all personnel within the weight limitations, assembled, and ready to board transportation.
6. Provide for safety and welfare of each person assigned to the manifest list.
7. Check pilot card and aircraft data card for currency and qualifications.
8. Chief of Party/Flight Manager has total responsibility for insuring that all passengers arrive at their destination.
9. Chief of Party/Flight Manager will be responsible for signing the Daily Flight Report - Invoices (Form 6500-122 or OAS-23) for all flights (except for domestic air carriers, airlines and NIFC contract aircraft).
10. Ensure all personnel have a copy of their resource order with request number and position assigned.
11. For Canadian travel, the Chief of Party/Flight Manager will ensure proper documentation is included as outlined in the Canadian/United States Operating Agreement (National Mob Guide - Chapter 40).

- Insure Management code or code for charges is accurate and on flight request form **NDC-A2**. Personnel will be identified on the Flight Schedule Request. Information on the form will also include individual weights and luggage weights, and/or other supplies.

## **25 - INTELLIGENCE**

The North Dakota Dispatch Center is responsible for the collection, coordination and dissemination of required reports within the North Dakota Zone. Required reports are processed and input directly into the National Sit report through the KCFast/FAMWEB internet based program.

### **25.1 - INCIDENT STATUS SUMMARY (ICS-209)**

ICS-209, Incident Status Summary reports must be completed for wildfires whenever a fire escapes initial attack and/or has the potential to exceed 100 acres in timber or 300 acres in grass/brush fuel types. ICS-209's must also be completed for prescribed fires exceeding 100 acres in timber or 300 acres in grass/brush fuel types. ICS-209's should be completed as soon as possible once the above criteria are met and should be faxed or sent by electronic mail to the NDC. 209's for wildfires should be submitted daily until the incident is contained, periodically after containment if there is any change in status (increase in area etc.), and a final 209 should be submitted when the incident is controlled. Once the initial 209 has been submitted for a prescribed fire, subsequent reports are required only when there has been a significant change in acres burned or resources committed to the project. **(See Section 28.4 for ICS-209 forms and instructions)**

### **25.2 - INTERAGENCY SITUATION REPORT (SIT)**

The Interagency Situation Report will be submitted by NDC to NRC daily from June 1 to October 30. Any deviation will be determined by NRC. This report is due at close of business or 2100 Mountain, whichever comes first.

All interagency units in the zone will report their weekly fire occurrence statistics, both wildfire and prescribed fire, along with resource availability, fire danger and current short term outlook to NDC no later than 1500 hours CDT each Thursday during this period. Individual unit SIT reports can be submitted by phone, FAX or electronic mail. This information will then be compiled by NDC and entered into the Interagency Situation Report with the exception of the Overhead Availability Database which is e-mailed directly to the NRC. Examples of the SIT reporting format can be found in Chapter 28.

Information regarding fire preparedness planning within the Northern Rockies Geographical Area can be found in Chapter 26 of the **Northern Rockies Mobilization Guide**.

## **25.3 - INCIDENT MANAGEMENT SITUATION REPORT**

Reference the **National Interagency Mobilization Guide**.

## **25.4 - WEATHER REPORTS**

Weather forecasting in the North Dakota Zone is covered by two National Weather Services (NWS) Offices. The Bismarck NWS office covers the majority of the state with the exception of the following counties; Towner, Cavalier, Pembina, Walsh, Ramsey, Benson, Eddy, Nelson, Grand Forks, Griggs, Steel, Traill, Cass, Barnes, Ransom and Richland. These eastern ND counties are covered by the Grand Forks NWS office.

Fire weather products are available from these NWS offices during the fire season, generally starting in early April and running until mid October. Fire weather products include daily Rangeland Fire Danger Forecasts, daily Fire Weather Forecasts, Fire Weather Watches and Red Flag Warnings, and Spot Weather Forecasts. **Appendix V** contains the North Dakota Fire Weather plan for 2002 covering both the Bismarck and Grand Forks NWS offices. The NDC also maintains copies of fire weather plans from adjacent zones.

## **28 - DISPATCH FORMS**

**28.1 - RESOURCE ORDERS** (Exhibits 28.1.1 through 28.1.9, see Appendix XVI for instructions)

**28.2 - PASSENGER AND CARGO MANIFEST** (Exhibit 28.2)

**28.3 - PRESUPPRESSION/DETAIL REQUEST** (Exhibit 28.3) This form should be used when requesting emergency presuppression or prescribed burning detail assistance. This form should accompany any resource orders for presuppression, severity or prescribed fire resources.

**28.4 - INCIDENT STATUS SUMMARY (ICS-209) FORM AND INSTRUCTIONS** (Exhibit 28.4, pages 1-5)

**28.5 - FIRE WEATHER SPECIAL FORECAST REQUEST (SPOT)** (Exhibit 28.5, pages 1-2)

**28.6 - AIRCRAFT FLIGHT REQUEST/SCHEDULE FORMS AND INSTRUCTIONS** (Exhibits 28.5, pages 1-4)

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